

STANDARD OPERATING PROCEDURE

TITLE: Chain-of-Custody

DEPARTMENT: Receiving

SCOPE: The purpose of this SOP is to document instructions for the completion of the Chain-of-Custody form.

Reviewed By: \_\_\_\_\_  
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Sample Receiving Supervisor  
Date

\_\_\_\_\_  
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Date

Approved By: \_\_\_\_\_  
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Laboratory Manager  
Date

PROCEDURE:

1.0 Custody of samples between the sampling event and En Chem is maintained through a Chain of Custody (COC). A written record of sample bottle possession and transference must be maintained on the Chain of Custody form. This form information includes client information, project information, sample descriptions, field ID's, sample collection dates and times, analyses requested, filtering information, bottle preservation codes, matrix type, and a record of when and by whom the samples were relinquished and received. If any items received by the laboratory are not in conformance with what the client has written on the COC, complete a Sample Entry NonConformance Report (see SOP 1-REC-5).

2.0 Appendix A contains a copy of the COC and instructions for the sections for the form to be completed by the client.

3.0 The following are instructions for the completing those sections for which the lab is responsible.

\_\_\_\_\_  
\*\* F:\SOP\1\REC\G1-REC-8.DOC

Notes: Use only black ink when filling out the form. Write legibly. Errors are to be corrected by drawing a single line through the incorrect information and entering the correct information. All corrections are to be initialed and dated by the person making the correction.

3.1 Relinquished by/Received by: This part of the form is a record of the individuals who actually had the samples in their custody. The spaces must be used in chronological order as the Chain of Custody form is transferred with the samples.

- (1) Sample collection individual signs when initially relinquishing custody.
- (2) Person accepting custody of samples from sampler signs.
- (3) Subsequently, each person must sign when relinquishing and/or receiving custody of the samples.

(4) If commercial carriers are used, the name of the carrier, (any air bill number if required by contract), and date and time of relinquishing is written in by Sample Entry or field personnel and the air bill (or photostat copy) is kept with the C-O-C and placed in the project file.

(5) The LAST signature is that of the person receiving the samples at the laboratory. There still may be signature spaces left blank after this signature.

3.2 Shaded Section:

"Good Cond." - Indicate the condition of the bottles

"Total Bottles" - document the total number and type of bottles received per sample

"Comments" - provide additional information on the samples, for example, inadequate sample volume or labeling discrepancies

"Laboratory Number" - enter the lab number

En Chem Project No. - enter the batch number assigned

Sample Receipt Temp. - if ice is present, write "iced". If ice is not present, take the temperature of the Temp Blank or the melt water and document here. Some regulations require a temperature. If unsure see a project manager or quality control personnel to insure proper documentation.

Sample Receipt pH - document "Acceptable", when  $\text{HNO}_3$  and  $\text{H}_2\text{SO}_4$  preserved samples are  $\text{pH} < 2$  and  $\text{NaOH}$  preserved samples are  $\text{pH} > 9$ . Document "pH adjusted", if preservative needed to be added. Indicate the amount and type added to the "adjusted" sample(s)

APPENDIX I  
(Not Viewed in PDF file)

## INSTRUCTIONS FOR COMPLETING THE EN CHEM CHAIN-OF-CUSTODY FORM

If using more than 1 COC for a given Project sampling event, complete the entire upper left-hand and central section and the page \_\_\_\_ of \_\_\_\_ on each page.

### Upper Left-Hand Section:

1. **Company Name** - the company name. This will appear in the report and the invoice.
2. **Branch or Location** - the branch office or area location.
3. **Project Contact** - name of the Project Manager or person to contact in the event of questions.
4. **Telephone** - company telephone number.
5. **Project Number** - the company project number. This will appear on the report and invoice.
6. **Project Name** - the project name. This will appear on the report and invoice.
7. **Project Location** - location of the Project, sampling event.
8. **Sampled by** - Name of person collecting the samples.
9. **Regulatory Program** - circle the appropriate program, if any.
10. **NR 720 Conformation Analysis Required** - If this is a WI LUST closure project circle Y, otherwise circle N.

### Central Section

11. **Field ID** - any qualifying ID for the sample. This ID will appear in the Final Analytical Report.
12. **Sample Description** - record the project's sample ID or the location from which the sample was collected. This will appear in the Final Analytical Report.
13. **Collection Date / Time** - record the date and time that the sample was collected.
14. **Analyses Requested** - list the analyses required on these lines. Attachments need to be appropriately referenced.

15. **Preservation (Code)** - enter the appropriate preservative code (listed in lower left corner) for aqueous samples.
16. **Filtered** - Write Y (yes) or N (no) to indicate whether an aqueous sample or sample bottle(s) has been filtered in the field.
17. **Intersection of Analyses Requested and Sample Description** - enter the number of bottles submitted for each of the Analyses Requested lines.
18. **Field Screen** - indicate whether field screening was conducted.
19. **Matrix** - note the sample matrix for each sample. Codes are as follows -

GW - groundwater	WW - wastewater
SW - surface water	DW - drinking water
LCH - leachate	SL - sludge
SO - soil	Non - non-aqueous / other
20. **Relinquished by (1st line)** - sign name when relinquishing custody of the samples. Note, this should be the signature of the person collecting the samples.

#### Upper Right Section

21. **Page \_\_\_\_ of \_\_\_\_** - Note the page # and total # of pages.
22. **PO#** - Indicate the Company PO#.
23. **Quote #** - Indicate the En Chem Quote #.
24. **Mail Report to** - Specify to whom the Final Analytical Report should be sent.
25. **Company** - Specify the company to which the Final Analytical Report should be sent , if different from the Company Name # 1.
26. **Address** - Specify the address of the company to which the Final Analytical Report should be sent.
27. **Invoice** - Person to whom the invoice will go.
28. **Company** - the company to whom the invoice will go.

29. **Address** - the address of the company to whom the invoice will go.

**Note:** If possible deliver the samples to the laboratory on ice by the next day (the day after sample collection).